

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Research, Evaluation and Testing Analytics Coordinator  
**Department:** Research, Evaluation and Testing (RET)  
**Reports to:** Director of Research, Evaluation and Testing  
**Prepared Date:** January 27, 2022

**SUMMARY OF RESPONSIBILITIES**

Coordinate district analytic projects and timelines. Analyze district level student assessment data and prepare reports; analyze data and prepare reports for evaluation and research projects; communicate findings and participate in teaming with technology and curriculum staff; support the work of other district level analysts and use of data across the system.

**DUTIES AND RESPONSIBILITIES**

- Coordinate analyst projects, review status, ensure progress, and determine resource needs.
- Support other analysts with specific work and process questions and guidance.
- Train new analysts on data systems, RET processes, and daily activities and projects.
- Provide leadership on the approach, format and layout of new reports and statistical analysis.
- Facilitate collaboration with vendors on the development of data tools and reports as requested by the RET Director.
- Coordinate and facilitate regular project status meetings between the analysts and RET Director.
- Coordinate planning sessions with all relevant stakeholders for upcoming new and annual projects.
- Analyze district level student achievement data, interpret and prepare reports for various purposes and audiences. Tests to include but are not limited to MCA, MAP, ACCESS, CoM, CPV, DRA, FAST earlyReading, Common Assessments, AP, IB, ACT, PSAT, ASVAB, and other college and career assessments.
- Provide technical assistance, mentoring, and trend analysis for district data monitoring.
- Compile, analyze, and interpret data from a variety of sources as requested by RET Director.
- Support district-wide staff with use, analysis, interpretation, and communication of data.
- Create reports that are accurate, effective and communicate concepts clearly
- Analyze data and report results using appropriate statistical methods using statistical packages (e.g. SPSS) and relational database software (e.g. ACCESS).
- Verify new and updated analytic reports for accuracy.
- Support data collection requests and processes including survey development, administration, and analysis.
- Support internal and external data requests.
- Prepare ongoing reports related to district performance monitoring tools, achievement, achievement gap, stakeholder perception, legislative requirements (such as World's Best Workforce), and grant reporting requirements.
- Support staffing needs as requested by RET Director.
- Conduct predictive analysis to identify students at risk, students on-track, etc.
- Support evaluation of programming, placement, predictive patterning, service delivery, implementation, etc.
- Support district and building-level School Improvement Planning (SIP), and Q Comp goal writing.

- Facilitate the coordination and communication related to internal and external research requests.
- Set up and manage the placement software and communication process including monitoring and meeting timelines.
- Support the work of the RET Evaluation and Achievement Analyst, Coaches, and Teaching and Learning Specialists.
- Collaborate with Information Systems on the continued development of the data warehouse and analytic tools.
- Collaborate with the Communications Department creating Key Messages as requested by the RET Director.
- Provide training related to data use and assessment results as requested by the RET Director.
- Attend meetings related to data and assessment as requested by the RET Director.
- Attend state level meetings such as DAG, MAG, or MDE events at the request of the RET Director
- Other duties as assigned by the RET Director.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in the field of data analysis or statistics, with preferred experience in a school setting. Master's degree desired.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None.

## **KNOWLEDGE, SKILLS & ABILITIES**

Requires advanced skills in large-scale database management including understanding file structure, coding data, merging files, etc.

Ability and willingness to learn or comprehensive knowledge of large-scale testing programs.

Ability to use appropriate statistical and psychometric procedures to determine validity, reliability, bias, significance, etc.

Experience with standardized testing, such as state-required tests

Experience in formative and summative assessments

Understanding of data-driven decision making

Strong aptitude for computerized data processing and databases (Excel, SPSS, R, NVivo, ACCESS, etc.)

Strong communication skills, both written and oral including presentation skills

Willingness and ability to work flexibly and collaboratively, as well as the ability to work independently

High level comprehension of statistical analysis

Training or experience in conducting evaluation

Excellent troubleshooting, problem-solving and organizational skills

Ability to work effectively with diverse groups of people.

Ability to maintain regular attendance, which includes completing daily assigned times.

## **WORK ENVIRONMENT**

Most work is performed in an office or school building. The noise level in the work environment is usually quiet.